

## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>FIELD PLACEMENT OFFICER</b>
<b>TYPE OF VACANCY:</b>	<b>CONTRACTUAL</b>
<b>REPORTS TO:</b>	<b>CHAIR OF SOCIAL SCIENCES AND THE DEAN OF THE COLLEGE OF SOCIAL &amp; EDUCATIONAL STUDIES</b>
<b>DEPARTMENT:</b>	<b>SCHOOL OF SOCIAL SCIENCES</b>
<p><b>SUMMARY:</b> The Field Placement Officer should demonstrate the ability to work along with a dynamic team of highly qualified educators, researchers, and practitioners and will work closely with public and private industry partners to provide relevant field experiences for students of the School of Social Sciences.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> Reporting to the Chair of Social Sciences and the Dean of the College of Social &amp; Educational Studies, the Field Placement Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>• Working in conjunction with faculty to coordinate, track and project internships and field placements;</li> <li>• Overseeing and monitoring both undergraduate and graduate field placement experiences to ensure alignment with academic objectives and professional standards for the School of Social Sciences;</li> <li>• Collecting relevant information from Social Science majors, and processing applications for field placements and attachments;</li> <li>• Selecting agencies for practicum placements that meet the School of Social Sciences criteria;</li> <li>• Managing the collection of relevant information from Social Science majors and process applications for field placements and attachments;</li> <li>• Coordinating the process of student application to the Field Practicum, acceptance into the practicum, and final placement at the appropriate agency;</li> <li>• Mediating issues between students and their practicum agencies, as necessary;</li> <li>• Creating and maintaining field placement databases;</li> <li>• Developing and implementing evaluation tools to regularly assess student performance and ensure continued agency suitability for field placements;</li> <li>• Assisting the Chair of Social Sciences with the recruitment, appointment, and training of appropriately skilled social science field supervisors;</li> <li>• Maintaining office policies, procedures and documentation protocols;</li> <li>• Compiling and reporting relevant research data that will be used to inform and improve student placements and courses leading to these experiences;</li> <li>• Maintaining and establishing new relationships with public and private sector employers, schools, and professional associations to support placement initiatives;</li> </ul>	

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- Liaising with supervisors, public and private school/organization partners to coordinate the placement of students;
- Attending and participating in monthly school meetings by invitation of the Chair of Social Sciences;
- Monitoring all social science undergraduate and graduate student field experiences and final capstone courses at field sites;
- Reporting to the Chair of Social Science & Educational Studies on a regular basis regarding matters pertaining to field placements and attachments;
- Exploring and using various technologies and software systems that will improve services related to field placement;
- Working closely with Dean of Graduate Studies and Coordinators of Graduate Programmes in placement and monitoring of social sciences graduate students at field experience and internship site (see graduate office for specific details);
- Making recommendations for implementation and enhancements, inclusive of record maintenance and improving internal and external communication;
- Tracking students and graduates;
- Working closely with the Chair, Heads of Department, Coordinators within Social Science and across other academic units to ensure proper tracking and projections of course needs and requirements of student interns for greater efficiency of the field placement process;
- Demonstrating visionary leadership by assisting in efforts to promote the University's objective of "fostering national, regional and international development" through the exploration of opportunities for field experiences and linkages locally and abroad.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong analytical skills with a sound knowledge of data systems;
- Excellent organizational skills and keen attention to detail with high level of attention to accuracy and completeness;
- Ability to interact with individuals at all levels of the organization, including senior executives, mid-managers, faculty, colleagues and students in a warm and professional manner;
- Excellent team player and problem solver; self-starter;
- Outstanding written and oral communication skills;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Proven office administration and customer service skills required;
- The ideal candidate has an understanding of diplomacy, confidentiality and has high effective emotional intelligence;
- Demonstrated agility and enthusiasm for administrative work and willingness to go the extra mile.

### **QUALIFICATIONS:**

- Master's degree in a Social Science field OR Office Administration/Human Resource or related field from an accredited institution;
- Experience building partnerships with external constituencies is a plus;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies.

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### Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A Cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Resume;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment);
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

<b>Salary Grade</b>	<b>CONTRACTUAL</b>
<b>Date Published</b>	November 24, 2025
<b>Application End Date</b>	December 7, 2025 or until Filled
<b>Date to be Removed</b>	December 8, 2025

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.*